	POLICY#	STATUS	ISSUED	LAST REVISED	PAGE
	01-02		2/15/07	8/21/2006	1 of 2
State of Rhode Island Department of Administration Division of Information Technology		TITLE	Information Technology Application Development Requirements Approval		

1. Purpose

Programmer managers must ensure any request for application development be documented in writing, tracked, understood and approved prior to putting any new or changes to existing applications into production. The goal of this policy is to ensure measures have been taken to sufficiently reduce risk of delivering applications that do not meet requirements and provide a process of approval for application development changes are moved to production.

2. Scope

2.1. Applicability

All new applications or changes to existing applications within Executive Branch agencies.

2.2. Exemptions

All exceptions to this policy must be approved by the State Chief Information Officer.

3. Governance

All applications, new or enhancements must be approved by the program manager and the division director.

The Director of Applications Development has override authority and can approve or reject any changes on an emergency basis.


4. Authority

4.1. Governor's Executive Order 04-06, dated April 29, 2004

3. The CIO shall be responsible for oversight, coordination and development of all IT resources within the executive branch.

5. Related Documents

There are no related documents.

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	01-02				
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6. Policy Violations and Disciplinary Actions

Any employee found to be in violation of this policy may face disciplinary action up to and including dismissal from employment and/or criminal prosecution where the act constitutes a violation of law. A breach of contract, where applicable, may also be considered.

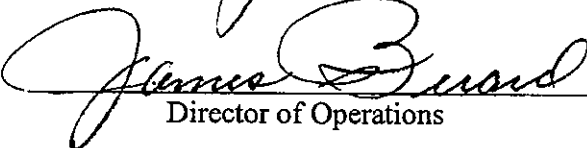
7. Points of Contact

Policy: Jim Berard
CIO:


8. Approvals:


Assistant Director of Planning, Policy & Technology

2/17/07
Date


Director of Operations

2/16/07
Date


Chief Information Officer

2/20/07
Date

Director, Department of Administration

Date